

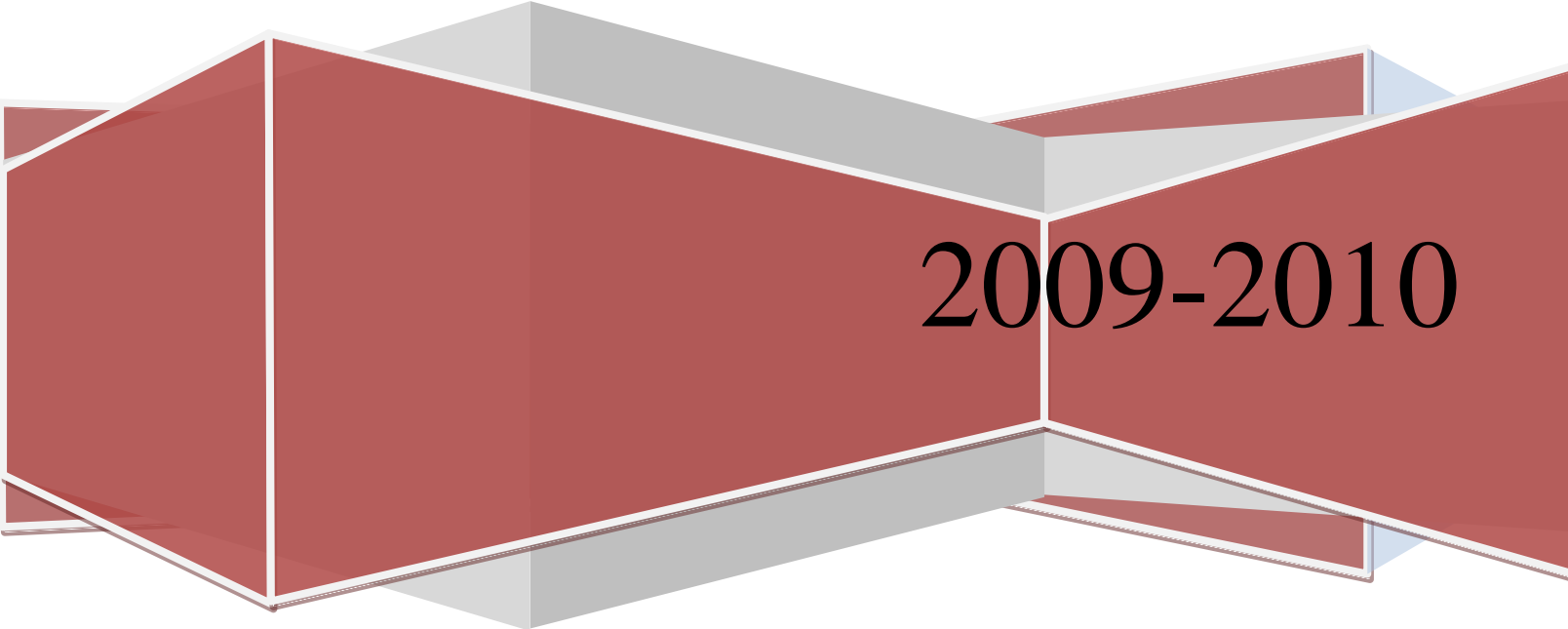
**USD 227**

**JETMORE**

**MIDDLE/HIGH SCHOOL**

**STUDENT AND PARENT**

**HANDBOOK**



**2009-2010**

## Contents

INTRODUCTION .....	5
WELCOME TO JETMORE MIDDLE/HIGH SCHOOL .....	5
MISSION STATEMENT: .....	5
ACCREDITATION STATEMENT .....	5
MIDDLE/HIGH SCHOOL PARENTS .....	5
BOARD OF EDUCATION MEMBERS.....	6
District Telephone Numbers: .....	6
PERSONNEL .....	6
SUPERINTENDENT’S OFFICE: .....	6
JETMORE MIDDLE/HIGH SCHOOL FACULTY, STAFF & COACHES: .....	6
HIGH SCHOOL COACHES .....	7
MIDDLE SCHOOL COACHES .....	7
SAFETY HOTLINE .....	8
ATTENDANCE.....	9
PHILOSOPHY .....	9
ATTENDANCE POLICY .....	9
10 DAY POLICY .....	9
EXCUSED ABSENCES.....	10
UNEXCUSED ABSENCES.....	10
TARDIES.....	10
DAILY SCHEDULE .....	11
STUDENTS IN THE BUILDING AFTER DISMISSAL .....	11
LENGTH OF SCHOOL DAYS/PERMIT TO LEAVE SCHOOL .....	11
HIGH SCHOOL STUDENT AGENDA PLANNERS.....	11
MIDDLE SCHOOL STUDENT AGENDA PLANNERS .....	11
ACADEMICS .....	12
BOOK RENTAL .....	12
FEES FOR ELECTIVE COURSES OF STUDY .....	12
MAKE-UP WORK .....	12
WEEKLY ELIGIBILITY .....	12
PROGRESS REPORTS.....	12
HONOR ROLL.....	13
SENIOR COLLEGE DAYS.....	13
STUDENT CLASSIFICATION.....	13
MIDDLE SCHOOL RETENTION, PROMOTION, SUMMER SCHOOL .....	13
STUDENT CONCERNS .....	14
FEES FOR RETURNED CHECKS .....	14
FIELD TRIPS .....	14
FIRE AND TORNADO DRILLS.....	14
FIRE ALARM PROCEDURE FOR OCCUPANTS WITH DISABILITIES .....	14
ASSEMBLY RULES.....	14
GRIEVANCE PROCEDURE.....	14
GUIDANCE SERVICES.....	15
TUTOR PROGRAM .....	15

ILLNESS AT SCHOOL .....	15
MEDICATION FOR STUDENTS .....	15
DEFIBRILLATOR .....	15
LOCKERS .....	15
LUNCH AND CAFETERIA .....	16
STUDENT SECURITY .....	16
VIDEO SURVEILLANCE.....	16
TELEPHONE USE.....	16
CELL PHONES .....	16
STUDENT APPEARANCE/DRESS CODE.....	17
CODE OF CONDUCT AND GUIDELINES FOR DANCES .....	18
ACADEMIC SUPPORT PROGRAMS.....	19
ACADEMIC SUPPORT.....	19
EARLY MORNING SCHOOL .....	19
CONSEQUENCES.....	19
COMPULSORY ATTENDANCE LAWS .....	19
SCHOOL ACTIVITIES.....	20
TRANSPORTATION.....	20
EXTRA CURRICULAR .....	21
ACCIDENTS .....	21
MS/HS STUDENT ATTENDANCE/PARTICIPATION .....	21
MSJHS STUDENT ACTIVITIES ELIGIBILITY .....	21
KSHSAA STUDENT INDIVIDUAL ELIGIBILITY .....	22
PHYSICAL EXAMINATIONS .....	22
SPORTS.....	22
CHEERLEADERS .....	22
PRACTICE .....	23
MIDDLE SCHOOL STUDENT CONDUCT AT ATHLETIC EVENTS .....	23
HIGH SCHOOL STUDENT CONDUCT AT ATHLETIC EVENTS .....	23
RULE 52 SPORTSMANSHIP .....	23
K-8 STUDENTS AT JHS HOME GAMES .....	23
STUDENT ADMISSIONS / ACTIVITY FEE.....	24
ADDITION TO THE POLICY FOR SENIORS PARTICIPATING IN POST SCHOOL YEAR ACTIVITIES.....	24
SPONSOR/COACH TEAM RULES .....	24
ALCOHOL, DRUG, AND TOBACCO POLICY FOR U.S.D 227 .....	24
DEFINITIONS.....	25
DISCIPLINE.....	26
PHILOSOPHY.....	26
STUDENT BEHAVIOR.....	26
ALCOHOL/DRUGS/TOBACCO USE.....	26
DETENTIONS.....	27
SATURDAY SCHOOL.....	27
DRIVING/PARKING LOT .....	27
IMPROPER PARKING.....	28
SCHOOL BUS CONDUCT .....	28

IN-SCHOOL SUSPENSIONS.....	28
OUT-OF-SCHOOL SUSPENSIONS .....	29
WEAPONS .....	29
ITEMS NOT ALLOWED.....	30
PROCEDURES FOR HANDLING THREATS.....	30
TEACHER AUTHORITY .....	30
MISCELLANEOUS .....	31
ASBESTOS IN SCHOOL .....	31
NON DISCRIMINATION.....	31
SEXUAL HARASSMENT POLICY .....	31
BREATHALYZER GUIDELINES .....	32
ANTI-BULLYING POLICY .....	32
PROOF OF IDENTITY .....	33
STUDENT RECORDS.....	33
SRS PLACEMENT OF STUDENTS.....	33
CIPA PLAN .....	33
USE OF BUILDING.....	34
MS/HS ACTIVITY ACCOUNTING PROCEDURES .....	34
CHURCH ACTIVITY POLICY .....	34
HOMELESS STUDENTS .....	35
USD #227 OPT-IN FORM .....	36
COMPUTER / E-MAIL CONFIDENTIALITY.....	37
USER AGREEMENT AND PARENT PERMISSION FORM 2009-2010.....	38
Student Intervention Assignment Form .....	39
JHS SCHOOL SONG.....	41

# INTRODUCTION

## **WELCOME TO JETMORE MIDDLE/HIGH SCHOOL**

Welcome to Jetmore Middle/High School. As a Jetmore student you have the responsibility to uphold the high standards of scholarship and citizenship that the students of Jetmore have attained.

This handbook is presented to you to serve as a guide throughout the year. By making this handbook available, the faculty, staff, and I hope that we can increase communication between the school and students. For some of you this year represents a new beginning; for others it will be the end of your formal school career. Whichever category you are in you will find the faculty, staff and myself, friendly and willing to assist you.

May I suggest that you not only take advantage of the academic offerings, but challenge yourself to become involved in at least one of the school organizations. The personal rewards are immense.

Welcome again and best wishes for a successful school year.

Curtis Klein, High School Principal

Doug Chaney, Superintendent

## **MISSION STATEMENT:**

Jetmore Middle/High School will provide a caring, safe learning environment that gives all students the opportunity to achieve at their highest potential.

## **ACCREDITATION STATEMENT**

Jetmore High School is accredited by the Kansas State Department of Education. This gives the school equal standing to that of other schools in the state of Kansas.

## **MIDDLE/HIGH SCHOOL PARENTS**

We believe that effective communication between school and home is extremely important for your child's success in school. Shared cooperation and high expectations between home and school will ensure that each student reaches their fullest potential during each school year. Please become involved in Jetmore Middle/High School!! We welcome you to visit our school and take an active role in the education of your child.

**BOARD OF EDUCATION MEMBERS**

Roy Hargadine            Brit Hayes            Brandon Harms            Bill Carr  
                                 Brian Hastings            Michael Cossman            Debra Burns

**District Telephone Numbers:**

Superintendent’s Office ..... 357-8301  
High School Office/Principal.....357-8376 or 357-8378  
Grade School Office ..... 357-8395  
Counselor’s Office ..... 357-6166  
High School Athletic Director ..... 357-8378  
Vo. Ag. Dept. .... 357-8379  
Ind. Arts. Dept..... 357-8379

**PERSONNEL**

**SUPERINTENDENT’S OFFICE:**

Mr. Doug Chaney..... Superintendent  
Mrs. Christina Cohoon..... Clerk of the Board

**JETMORE MIDDLE/HIGH SCHOOL FACULTY, STAFF & COACHES:**

Mr. Curtis Klein ..... Principal  
Ms. Marilea Rittenhouse ..... Counselor  
Mrs. Cherie Pfannenstiel ..... Middle/High School Secretary  
Mrs. Kelly Hayes ..... Asst. Middle/High School Secretary  
Mrs. Donna Salmans ..... Transportation Dir.

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Mr. Harmon Bliss..... 7<sup>th</sup> & 8<sup>th</sup> Grade Ag., H.S. Vo. Ag., FFA Advisor  
Mr. Trent Bright..... 7<sup>th</sup> & 8<sup>th</sup> Grade Science, H.S. Health & PE, H.S. Athletic Director  
Mrs. Connie Chaney ..... 7<sup>th</sup> & 8<sup>th</sup> English, English I  
Mrs. Jeri Coats ..... Tutor  
Mrs. Erika Craghead ..... 7<sup>th</sup> Grade Math/High School Math, College Algebra  
Mrs. Dawn Flax ..... 8<sup>th</sup> Grade Social Studies, History, H.S. Social Studies, Yearbook  
Mrs. Mary Jane Goebel..... Vocal Music Para  
Mrs. Sue Hergert..... 7<sup>th</sup> & 8<sup>th</sup> Grade FACS, High School FACS  
Mrs. Linda Jones ..... Special Education  
Mr. Jordan Leiker..... High School Science  
Mr. Shane Liggett ..... 7<sup>th</sup> & 8<sup>th</sup> Grade Computers, Business Ed., Computer Science  
Mr. Will Lutey ..... Vocal & Instrumental Music  
Mrs. Susan McKibbin ..... 7<sup>th</sup> & 8<sup>th</sup> Grade Physical Development  
Mrs. Katie Olson ..... English II, III and IV, Speech & Drama, Writing  
Mrs. Denise Panzner ..... K-12 Art  
Mr. Derek Schutte..... 7<sup>th</sup> & 8<sup>th</sup> Grade Social Studies, Government, M.S. Athletic Director  
Mr. Dan Shuler..... 7<sup>th</sup> & 8<sup>th</sup> Grade Ind. Arts, H.S. Woods, Ind. Arts, Spanish  
Mrs. Debra Webb ..... Library Media Center

Mrs. Patricia Wiedeman..... 8<sup>th</sup> Grade Math, High School Math, Spanish  
 Mrs. VaDonna Cohoon ..... Head Cook  
 Mrs. Kristy Ball ..... Asst. Cook  
 Mr. Rick Mihm ..... Maintenance/Custodian  
 Mr. Fred Gilliam ..... Asst. Custodian  
 Mrs. Jamie Scott..... Asst. Custodian

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**HIGH SCHOOL COACHES**

Mr. Russel Durler..... Head Football, Weights  
 Mr. Russ Hunt ..... A'sst Football  
 Mr. Trent Bright..... A'sst Football  
 Mrs. Diana Schutte..... Volleyball  
 Mr. Shane Liggett ..... A'sst Volleyball  
 Mr. Derek Schutte ..... Girls Basketball  
 Mr. Richard Dansel ..... A'sst Girls Basketball  
 Mr. Trent Bright..... Boys Basketball  
 Mr. .... A'sst Boys Basketball  
 Mr. .... Head Track  
 Mr. Ronnie Diehl ..... Asst. Track  
 Mr. Derek Schutte ..... Asst. Track  
 Mr. Russ Hunt ..... Golf  
 Mrs. Susan Mckibbin ..... Scholars Bowl Coach  
 Mrs. Sue Hergert & Mrs. Dawn Flax ..... KAY's  
 Mrs. Julie Ochs ..... Cheerleader Sponsor  
 Mrs. Brenda MacNair ..... Forensics  
 Mr. John Ewy ..... Fall Play/Drama  
 Mary Jane Goebel ..... Student Council

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Senior Class Sponsors-Yr. 2010 ..... Craghead, Leiker, Olson  
 Junior Class Sponsors - Yr. 2011 ..... Bliss, Liggett, Wiedeman  
 Sophomore Class Sponsors-Yr. 2012 ..... Bright, Shuler, Hergert  
 Freshmen Class Sponsors - Yr. 2013 ..... Flax, Schutte, Panzner

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**MIDDLE SCHOOL COACHES**

Mr. Adam Burks ..... Football  
 Mr. Ronnie Diehl ..... Asst. Football  
 Mr. Pat Shiew ..... Boys Basketball  
 Mr. Eric Ford ..... Asst. Boys Basketball  
 Mrs. Kristi Moore ..... Volleyball  
 Mrs. Sharon Bowman ..... Asst. Volleyball  
 Mr. Rick Mihm ..... Girls Basketball  
 Mrs. Robin Beil ..... Asst. Girls Basketball  
 Mrs. Carla Cossman ..... Cheerleader Sponsor

Mrs. Christina Cohoon..... Quiz Bowl  
 Mr. Derek Schutte..... Athletic Director  
 Mr. Derek Schutte.....Head Track  
 Mr. Ronnie Diehl ..... Asst. Track  
 Mr. Pat Shiew..... Asst.Track

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STUCO Sponsor- Mrs. Mary Jane Goebel  
 7<sup>th</sup> Grade Class Sponsor- Mr. Will Lutey  
 8<sup>th</sup> Grade Class Sponsor- Mrs. Mary Jane Goebel

**SAFETY HOTLINE**

A statewide school safety hotline staffed by the Kansas Highway Patrol has been established. This toll-free hotline allows students to anonymously report possible impending violent acts in schools. This 24-hour hotline is staffed and ready to receive phone calls. When a student calls the hotline, the Kansas Highway Patrol central dispatch center will take the call and from there, relay the information to local law enforcement who will then relay the information to the school. The Safety Hotline is:

**1-877-626-8203**

# ATTENDANCE

## PHILOSOPHY

Research continues to show a high correlation between regular school attendance and academic achievement. Students should develop habits of punctuality and responsibility which will later be vital in the business community. Each day teachers design learning experiences which serve as building blocks for the student's total education. Absences will result in inconsistent learning and reduced achievement. **WHEN YOU MISS SCHOOL, YOU MISS A LOT!!**

## ATTENDANCE POLICY

A student is considered absent when he/she is not in regular classes or in a school sponsored activity. All absences will be recorded on an hourly system. Each hour will stand alone in attendance record-keeping. Students must sign in or out in the attendance log in the office when leaving and returning to school. Failure to do so will result in unexcused absences.

If a student is absent from school, the parents are asked to notify the school by 10:00 a.m. The school will attempt to contact parents of absent students if no call has been received. If no contact is made, a signed note is required from his or her parents stating the reason for the absence unless previous arrangements have been made with the principal. After one (1) day of no notification, an absence will be recorded as unexcused.

A student who has been absent from school due to illness or who has gone home ill during the school day may not attend any school function taking place after the regular school day is over.

The principal will have the final say in all cases concerning absences.

Compulsory attendance law requires anyone 18 years or younger to attend school. In compliance with state law, students are considered truant after three (3) consecutive unexcused absences or five (5) unexcused absences in one semester, or seven (7) unexcused absences in one school year. Truancy reports will be filed with the County Attorney.

## 10 DAY POLICY

Students attending the Jetmore U.S.D. 227 schools shall be encouraged to be in school every day they are able to attend. For those students who find it necessary to miss school, the following policy shall apply:

1. All absences shall be recorded on the student's permanent record.
2. Each student is allowed ten absences (excused and unexcused) per class period per semester excluding school activities and funerals. After six absences a letter will be sent to parents to inform them. After seven absences there will be a conference with parent, student and administration to set up an attendance contract. Each absence after eight, the student will be required to attend Saturday School. If a student misses or refused to attend Saturday School they will receive an out-of-school suspension which will also count toward the 10 days absent. If a student misses a class 10 times, he/she **will not** receive credit for that class. If there are unusual circumstances, like a

long-term illness, the parents can bring documentation to the next regularly-scheduled Board of Education meeting and request a medical attendance waiver. The BOE may or may not approve this waiver. All out-of-school suspensions will count towards the 10 day limit

3. Students desiring to enroll in U.S.D. schools after the first twenty days of school will be allowed to enroll but will not receive credit unless the Board of Education grants an attendance waiver. This waiver may be granted due to extenuating circumstances and will be considered on an individual basis for each student.
4. Students desiring to leave prior to the last day of school shall not receive course credit unless the Board of Education grants an attendance waiver, and each case shall be decided on an individual basis and circumstances.

### **EXCUSED ABSENCES**

Excused absences include working, illness, doctor appointments and funerals. However, parents are to call the school to verify these absences or send a note when the student returns. Students are to obtain a slip from the attending doctor to verify appointments and/or illness. Sleeping in after a late night game is not an excused absence. A working student must have permission from parents, employer, and the teachers involved indicating no problems due to late assignments or failing classes. Family trips will be excused as long as students have all make-up work completed before leaving. Parents must contact the principal concerning the time involved due to a trip. The principal will have the final say in all cases concerning absences.

### **UNEXCUSED ABSENCES**

Any absence for reasons other than those mentioned above and/or without parent knowledge and arrangement with school officials will be considered an unexcused absence. Skipping school, hair appointments, shopping, etc are examples of some unexcused absences. For any unexcused absence, the parents will be notified.

Time will be made up in a ratio of 3 minutes per every 1 minute missed on unexcused absences. This schedule will be determined by the principal for making up time and may also result in I.S.S.

### **TARDIES**

Students are expected to be in the classroom when the bell rings at the beginning of the class. Anytime a student enters a classroom after the bell rings without a written excuse from a teacher, principal or secretary, they are considered tardy. Tardies are a disruption to normal classroom procedures and activities.

Any student reporting to school during the day after the 1<sup>st</sup> bell of the day has rung, must check in at the office and be given the appropriate pass. If students are tardy for **any class** during the course of the day, you must obtain a tardy slip from the office or the previous hour teacher. Teachers are expected to give detentions when students are late to classes without a good reason. Students receiving detention for being tardy will be given a one day allowance to arrange for transportation and parental notification.

Students will be allowed two (2) unexcused tardies. On the third (3) unexcused tardy, the student will serve a 30 minute detention. On the fourth (4) unexcused tardy the student will serve a 60 minute detention. Additional tardies result in the student being assigned to further disciplinary action. The office will take care of all 1<sup>st</sup> and 5<sup>th</sup> hour tardies. Teachers will take care of all other tardies.

## **DAILY SCHEDULE**

The first bell rings at 8:10 and classes commence at 8:15 a.m. daily. Doors will open at 7:40 a.m. Dismissal is at 3:25 p.m. **Buses:** The Buses should arrive by 8:00 a.m., unloading at the front of the building. The buses load for the return trip at the front of the building at 3:25 p.m. The student must be responsible for getting on the bus at the proper time. Students are responsible for contacting the grade school and/or bus driver when riding or not.

## **STUDENTS IN THE BUILDING AFTER DISMISSAL**

Students are not to be in the building after 3:40 p.m. without adult supervision. If a student is caught in the building without adult supervision, disciplinary action will be taken and the student may be turned over to local law enforcement.

## **LENGTH OF SCHOOL DAYS/PERMIT TO LEAVE SCHOOL**

Students are under school supervision once they arrive at school. For those students riding the school bus, the school day begins when they enter their bus. The school day comes to a conclusion when the students leave school property or when the students are discharged by the school bus. Any after-school event sponsored by the school is considered as part of the school day. As such, the same rights, responsibilities, rules and channels of authority that have been established are in effect.

Permission from parents must be received in the office before leaving the school during the school day. Students must come to the office to sign out before leaving and upon return, must sign in. A log for signing in and out is placed in the office for this purpose. If a student leaves the building during the day and cannot be accounted for, his/her parents will be called and it will be counted as unexcused.

Students are not to leave during lunch.

## **HIGH SCHOOL STUDENT AGENDA PLANNERS**

Students will not be issued a student agenda planner. However, students wishing to have a planner may purchase one thru the office for \$5.00.

## **MIDDLE SCHOOL STUDENT AGENDA PLANNERS**

Each student will be issued a student agenda planner. Students can use this booklet to plan their activities at school and at home. The planner is intended to help students with goal setting, time management, and study skills. Students will be required to use their planners as hall passes. Students who lose or destroy their planners will pay \$5.00 replacement cost.

# ACADEMICS

## BOOK RENTAL

USD #227 operates a book rental system. All books will be provided by the school and each student will pay a book rental fee to be determined by the Board of Education. All students participating in the rental program will receive and promise to use the books under the following conditions:

1. To return the books to the school when notified, in as good as condition as when received, allowance being made for wear caused by careful usage.
2. If a book is lost or damaged by carelessness or avoidable accident, the student will replace it.
3. Marking, tearing, or defacing a book will be considered as cause for replacement.
4. Students will not receive credit for any course until all materials and books are returned.

## FEES FOR ELECTIVE COURSES OF STUDY

Classes requiring additional fees for classroom supplies/materials must be paid at time of enrollment.

## MAKE-UP WORK

Make-up work is defined as the actual school work or homework assigned on the day of an excused absence. If appropriate, an alternate assignment equal in purpose and time in order to receive credit may be given. All work that is missed, regardless of the reason for the absence, must be made up as directed by the teacher. Make-up work for excused absences, if completed properly and on time, will be given full credit. Make-up work for unexcused absences will be given no credit; however, students are still expected to master the material that has been presented in the class. The normal time allowed for make-up work is the number of school days absent plus one school day. Students present at school when assignments are made such as homework or tests, and are absent for a period of time but return to school on the day the assignment or test is scheduled are expected to be prepared, unless special arrangements have been made with the teacher.

All students are responsible for making up work **prior** to being absent due to activities and foreseen absences.

## WEEKLY ELIGIBILITY

Eligibility will be computer generated via the student management program each Friday. Each week, parents will be mailed a progress report if students grades are below a "C". Students with failing and /or near failing grades will be ineligible the following week for extra curricular activities. Grades are accumulated from Friday through Thursday.

## PROGRESS REPORTS

Grade reports are computer generated and parents will pick these up when Parent/Teacher Conferences are scheduled following the first and third quarters. Grade cards will be mailed following each semester (second & fourth quarters).

## **HONOR ROLL**

Students who make the Honor Roll will be acknowledged at the end of each semester. A honor roll is for students who have earned all "A's" for the semester and students that have earned all "A's" and "B's" will be recognized for the A/B honor roll. Pass/fail grades are not figured into the honor roll. Students must receive a minimum of five letter grades to be eligible for consideration for the honor rolls.

## **SENIOR COLLEGE DAYS**

Seniors are to notify Ms. Rittenhouse **and** the office when college days will be taken. Only three (3) college days will be allowed for seniors to be excused. Colleges giving assessment tests taken by seniors will be included in the three days. Juniors will be allowed one (1) college day. Students are to obtain permission from the office **before** taking a college day.

Since college days are not school sponsored, but recognized, parents must call the high school office to verify the excused leave of absence.

## **STUDENT CLASSIFICATION**

**Student Classification** – Students will be classified as either a freshmen, sophomore, junior or senior based on number of credits they earned by the beginning of a school year. All students will need the following number of credits for each classification: freshmen - 5 or fewer; sophomores - 5 ½; juniors - 10; seniors - 17  
Beginning with the freshmen class of 2003, graduation credits have been increased to 24.

## **MIDDLE SCHOOL RETENTION, PROMOTION, SUMMER SCHOOL**

1. Any student who fails one or two core classes (Math, Science, English, Social Studies) will be required to attend mandatory summer school.
2. Summer school will be four weeks (Monday - Thursday) Students will be required to attend 16 days of summer school.
3. Any student who fails more than two of the core classes will be retained.

# STUDENT CONCERNS

## FEES FOR RETURNED CHECKS

Due to the increased number of returned checks from the patrons in the school district, a \$25.00 service fee will be charged for each returned check due to insufficient funds.

## FIELD TRIPS

Field trips are an extension of the classroom, and as such students are under the jurisdiction of all school rules and regulations. All students on field trips have the responsibility of enhancing the image of Jetmore Middle/High School through their positive behavior and manner. Any deviation from that norm may result in the student being restricted from school-sponsored field trips in the future, as well as other appropriate discipline measures.

## FIRE AND TORNADO DRILLS

A fire drill is conducted at least once each month during the school year in accordance with Kansas School Code. Tornado drills are held periodically during the year in order that students know the proper procedure in case of a disaster that might occur in connections with weather conditions.

Please check with your teacher for proper exit routes for fire drills and for proper procedure for tornado drills. Once outside the school, or in the hallways, you are to remain with your class for the entire period of time. In the case of a fire drill, fire or other emergency situation, FOLLOW THE DIRECTIONS OF YOUR TEACHER.

## FIRE ALARM PROCEDURE FOR OCCUPANTS WITH DISABILITIES

The resource room teacher and/or the principal are the designated personnel who will secure handicapped occupants during fire alarm and emergency situations. The designated exit will be the front door (west exit) of the high school. The parking lot to the north of the exit will serve as the designated shelter area to allow emergency personnel easy access and location of handicapped students.

## ASSEMBLY RULES

Books and other articles are to be placed in your school hall locker before coming to assemblies. Be prompt and courteous. Do not bring pop or drinks into the auditorium. All students attend all assemblies and will sit in the center section.

## GRIEVANCE PROCEDURE

Many times problems can be solved quickly if the parties involved simply meet and discuss the problem as soon as it arises. Once the teacher is aware of the problem it can usually be eliminated. If anytime during the year there arises a problem in which a student or parent feels something must be done to correct or change a situation, the following procedure is advised:

1. Go to the teacher. Make an appointment to discuss the problem. If you are not satisfied, proceed to #2.
2. Consult the principal. If the problem is not resolved, the patron shall sign a formal complaint, listing the grievances in writing. The document shall be left with the principal. After a formal complaint has been filed concerning school

personnel, that person must sign the complaint. This is merely an acknowledgment; signing does not constitute an admission of guilt or innocence. This written complaint must give date, comments, and bear the signature of the patron. Then proceed to # 3.

3. The building principal, teacher and patron shall meet with the superintendent and if the problem still is not resolved, proceed to #4.
4. The superintendent will place the formal complaint on the agenda at the next regular meeting of the Board of Education.

### **GUIDANCE SERVICES**

We provide personal and academic counseling for each student through our counseling office. Our counselor will work with students individually, in small groups, and in the classroom. Some specific purposes for visiting the counselor are: to discuss personal problems; to make long range plans for the future; to discuss test scores; to have a credit check and to seek assistance on career exploration.

### **TUTOR PROGRAM**

Extra assistance for students is provided through our Tutor Program. Tutoring is provided daily from 7:45 pm to 4:15 pm. If necessary, other tutor times can be arranged, schedules permitting. Parents may contact the high school office to make arrangements for tutoring for their child.

### **ILLNESS AT SCHOOL**

If a student becomes ill during the school day, he/she shall report to the office. The secretary will contact a parent or guardian before releasing the student. If no one can be reached, the student will be kept at school. Please make sure your emergency information card is filled out and up-to-date. **NO ORAL MEDICATION WILL BE GIVEN.**

### **MEDICATION FOR STUDENTS**

Forms are provided for parents/guardians to fill out for the school when students need either prescription or non-prescription drugs. These forms must be on file in the office for your students. All medications will be kept in the office. Office personnel will be on hand to distribute meds as needed.

### **DEFIBRILLATOR**

The High School is now equipped with a Defibrillator. The Defibrillator is located in the south custodian closet in the high school commons area.

### **LOCKERS**

Each student is assigned a locker when he/she enrolls. Students are to keep their lockers clean and in good condition. Students should not share lockers with other students. The locker is the property of the school and students are responsible for any damage to the locker. The school administration has both the right and the responsibility to check any locker at any time without prior notice.

**NEVER LEAVE MONEY IN YOUR LOCKER. IF YOU HAVE MONEY WITH YOU, YOU MAY PUT IT IN AN ENVELOPE AND HAVE IT PLACED IN THE OFFICE SAFE.**

## **LUNCH AND CAFETERIA**

The high school serves lunch daily. We ask that students eat in the lunchroom or bring their own lunches. Students are to stay out of cars during the lunch hour. This is a **closed** noon hour and students are not to leave the building. Breakfast will be served at the high school the first day of school. Students should be in the kitchen by 7:50 a.m. if planning to eat breakfast. Students may purchase meals by the week, month or several months. Lunch and breakfast may be purchased together on one check. Breakfast full pay 7-12-\$1.55, Adult- \$2.45

Lunch full pay: 7-12-\$1.95, Adult- \$3.00

The 7<sup>th</sup> & 8<sup>th</sup> grade will eat lunch from 11:40-12:10. Their 5<sup>th</sup> hour class is from 12:10-12:58.

The High School will eat lunch from 12:25-12:55.

## **STUDENT SECURITY**

The district will endeavor to provide a safe environment for students while in school attendance or in extra-class activities. The administration and the staff will determine the necessary rules and regulations relative to student safety. Every attempt will be made to keep our building safe and secure.

## **VIDEO SURVEILLANCE**

Video surveillance cameras are installed in both the high school and middle school to assist the district in securing the safety of our students.

## **TELEPHONE USE**

Students are requested to obtain permission from the office to use the phone. Parents should feel free to call the office and leave a message for a student or teacher, or leave a number so they can be called back at a free time. Except in an emergency, we will not call students or teachers from the classroom to the phone. Messages will be conveyed to the students.

Students making **personal phone calls that are long distance**, should reverse the charges to their own number or place the call collect. Parents are advised to notify the school if phone numbers have been changed.

## **CELL PHONES**

Cell phones may not be used during school hours and should remain turned off. They are not to be seen or heard during school hours. **This includes text messaging.**

Students violating rules regarding cell phones will be subject to the following:

**First Occurrence** – Cell phone taken for rest of school day. Student assigned 30 minute detention.

**Second Occurrence** – Cell phone taken for rest of school day. Parent or guardian required to pick up cell phone. Student assigned 60 minute detention.

**Third Occurrence** – Short Term Suspension

## **STUDENT APPEARANCE/DRESS CODE**

Dress and grooming must adhere to generally accepted standards of neatness and should not distract from the instructional aspect of the school. Activities sponsored by the school will also require students in attendance to dress in a manner that meets acceptable standards.

Accordingly, the following are deemed inappropriate:

1. Clothing or hairstyles hazardous to themselves or other students
2. Bare feet
3. Chains hanging from clothing
4. Sunglasses
5. Any clothing that does not cover undergarments, including boxers. Pants or shorts must be worn on or above the hips. No sagging pants or shorts.
6. Clothing with immodest or inappropriate slogans or pictures having profane, violent or sexual connotations. This also includes double meaning messages.
7. Clothing advertising the use of substances illegal to minors or promoting establishments that sell alcohol.
8. Hats, caps, bandannas, similar head attire worn in the building during school and home activities.
9. Shirts without hemmed sleeves, hemmed necklines, or hemmed collars.
10. Girls and boys pants/slacks must be hemmed at the bottom. Torn pants or pants with holes will not be allowed.
11. No gang symbols or gang related attire
12. Underwear worn as outerwear-pajama pants
13. Shorts worn for physical education and/or physical development may not be worn during the school day.
14. Shorts and skirts will not be shorter than 4" above the knee.
15. Shirts that do not cover the chest and midriff areas at all times.
16. Apparel such as spaghetti straps, halter tops, tube or backless tops. Shirts and tops should be conservative in nature and not too tight, low cut or revealing.

Students who fail to comply with the dress guidelines will be held to the following:

**First Occurrence** - Student will be asked to change and conference with administrator.

**Second Occurrence** - Student will be asked to change and assigned 30 minute detention.

**Third Occurrence** - Student will be asked to change and assigned 60 minute detention.

## CODE OF CONDUCT AND GUIDELINES FOR DANCES

1. Only High School students will be admitted to High School Dances.
2. Middle School students will NOT be allowed to attend any high school dances.
3. Only 7<sup>th</sup> and 8<sup>th</sup> grade students from Jetmore Middle School will be admitted to Middle School dances.
4. There will be absolutely **NO SMOKING, ALCOHOLIC BEVERAGES, DRUG OR TOBACCO ALLOWED IN THE GYM.** Any violations will result in the student being removed from that activity and excluded from any future dance or activities for that school year.
5. There must be two chaperones at each dance:
6. The admission price for each dance will be determined in advance of each dance
7. Anyone leaving the dance through the outside doors will not be readmitted.
8. There must be a sufficient number of lights on in the gym.
9. The sponsoring class will be in charge of decorating, refreshments, music, and clean-up. A list must be signed by all of those students from the sponsoring class for one of the committees.
10. Refreshments must not be taken out of the gym.
11. The selections, or order of songs played, must meet with the approval of the Dance Committee.
12. If there is not a majority of students dancing during the evening, the dance will be immediately discontinued.
13. Constant complaining about songs being played, the number of light on, bad attitudes, rowdiness, or bad language will NOT be tolerated.
14. It is a privilege to be allowed to attend dances and/or activities. All of the preceding rules are subject to change by the Dance Comm. Therefore, have a great time at each of your dances, and don't let any student ruin it for you or the majority of your classmates by having this privilege removed.

# **ACADEMIC SUPPORT PROGRAMS**

## **ACADEMIC SUPPORT**

ASEP (After School Enrichment Program) is a teacher-staffed, after-school academic support time for students from 3:30-4:10 in the library. Students may elect to use ASEP for additional help or tutoring when they so desire. Any students with a "D+" or below will be required to attend After School Enrichment Program for a minimum of 1 week or until they bring up their grades to a "C-" or better. Students are referred to After School Enrichment Program by the principal due to grades, or by teachers for lack of completing homework, worksheets in class, etc. Whoever assigns the student to ASEP must sign off on their form before a student is released from the obligation to attend. Once they receive a referral for ASEP, it is a minimum of a weeklong commitment. See the attached "Student Intervention Form."

ASEP takes precedence over extracurricular activities, but a student may attend the remainder of a practice after being dismissed for the day from ASEP. ASEP students who are on the near failing list will be allowed to participate in competitions. ASEP students who are on the failing list are ineligible for competition according to our eligibility policy.

Students are assigned to ASEP for a whole week, and will only be excused when the assigning teacher and the supervising teacher have signed a check out form.

## **EARLY MORNING SCHOOL**

The above mentioned form is also used to refer students to Early Morning School (EMS) from 7:30-8:10. This time is usually reserved for detention purposes; however, if a student needs to make up a test, etc. teachers or the principal can assign them to EMS. For minor infractions, teachers send students to EMS: i.e. cell phones, talking in class, being disruptive, etc. For more serious infractions, we will follow the guidelines in the student hand book.

## **CONSEQUENCES**

Consequences for not attending the After School Enrichment Program or early morning school are listed on the back of the student Intervention form. If a student is late or doesn't show, he/she will serve an Early Morning School detention. If the student misses again, he/she will be required to attend Saturday school (this is on Saturday mornings from 8 am to 11 am). If problems with the student still occur, the student will receive In-School Suspension or other consequences. Students need to understand that no matter how hard they try to avoid responsibility, it will be a lot easier on them just to cooperate.

## **COMPULSORY ATTENDANCE LAWS**

Compulsory attendance laws do apply to after school academic support, which means that any student choosing not to attend ASEP when required to do so will be considered truant. A student with three (3) consecutive unexcused absences or five (5) unexcused absences in one semester, or seven (7) unexcused absences in one school year is considered truant. It is our obligation as educators to report all truancy issues to the county attorney.

**SCHOOL ACTIVITIES**

Students who are participating in school activities which require them to leave school early are required to make up the ASEP time missed before they leave for the activity. This will require them to attend EMS on the day of the activity. If the student doesn't make up the time before the scheduled activity they will not be allowed to ride the bus or participate in the activity. Only students who are participating in school sponsored activities will be allowed to make up ASEP time using EMS.

**TRANSPORTATION**

Transportation will be provided at 4:10 p.m. to bus students who are required to attend ASEP.

# EXTRA CURRICULAR

## ACCIDENTS

Any student who has an accident while on school property is asked to report immediately to the office to be examined by office personnel. Students should follow this procedure regardless of how slight he/she feel that the injury may be.

## MS/HS STUDENT ATTENDANCE/PARTICIPATION

Students must be in attendance for the entire day of the activity to be eligible for practice, participation or competition. Exceptions will be made for pre-arranged medical appointments that are accompanied by verification from a physician and pre-arranged activities that have been okayed by the principal or activity director.

**If a student misses more than 15 minutes of first hour, he/she will be considered absent for that hour and may NOT participate in any extra curricular activities that evening.** If this absence is due to weather or problems at home, parents need to contact the principal.

Students must ride district transportation to a school related activity in order to participate. After the event, students can be released to their parents. Parents must sign a release form prior to student leaving premises. The principal or athletic director has the final say on any extenuating circumstance.

## MSJHS STUDENT ACTIVITIES ELIGIBILITY

On June 12, 2000 the Board of Education adopted an eligibility policy that states: The student shall have passed at least five new subjects (those not previously passed) of unit weight, or its equivalency, the previous semester or the last semester of attendance. (Rule 13 Art. 3 KSHSAA.

Weekly eligibility requirements are as follows: after the third week of the beginning of the school year, students failing any classes will not be permitted to participate in any interscholastic activity the following week. (Failing students may attend the event as a spectator). A given week starts on Sunday and runs through the following Saturday.

Eligibility is based upon a AVERAGE grade for the semester course up to that point. NOTE: students have a three-week grace period the first nine weeks only and a one-week grace period for the second semester. Every semester thereafter students are determined eligible/ineligible on a weekly basis based upon the accumulative semester grade.

Note: students are permitted to practice during the time they are ineligible. Ineligible students may ride the team bus if agreed upon by the coach or sponsor and if no school time is lost.

An eligibility list will be available to the faculty by Friday. All faculty are expected to have failing or near failing grades delivered to the office by Friday at 9:00 am.

Students must be in good standing academically (eligible) to be considered for Homecoming, Prom, etc., as King-Queen candidates. Eligibility will apply the week of Homecoming and Prom. Any candidates will be replaced if you are not academically eligible and/or in good standing the week of Homecoming or Prom. Dances are under school auspices and drug/alcohol and behavior rules will be adhered to. Dances are considered social activities

and are not subject to school weekly eligibility requirements.

When a student is in the position of attending two (2) activities at the same time, the activity which originates from regular class time will take precedence over sports. The principal, coaches and / or sponsors will confer with the student and parents.

Students out for track and golf at the same time must meet the criteria set by coaches.

### **KSHSAA STUDENT INDIVIDUAL ELIGIBILITY**

To participate in Kansas State High School Activities Association activities a student must be in good standing with their school. To be a bonafide student these general regulations will apply:

1. The student shall be a bonafide undergraduate member of his or her school and in good standing.
2. A student who is under penalty of suspension or whose character or conduct brings discredit to the school or to the student is not in good standing.
3. A student who uses any form of tobacco, illegal drugs, alcoholic beverages, etc., at school events is not in good standing.
4. A student shall not be permitted to make-up work after the close of the semester (this includes summer school), for the purpose of becoming eligible. A “condition” or an “incomplete” shall count as a failure.
5. A student who is enrolled in five or more subjects in the ninth grade or above, even though carrying subjects of a lower grade, is classified as a high school student.
6. Students attending vocational or trade schools offering special courses approved by the Kansas State Department of Education, may transfer such credits to their home school for the purpose of establishing eligibility. Such students may be eligible for interschool activities at their home school, provided they meet all eligibility requirements.
7. KSHSAA states that students must have passed five subjects of unit weight their last semester of attendance.

### **PHYSICAL EXAMINATIONS**

All students involved in KSHSAA activities are required to have a physical examination on the proper form prior to participation in that activity. KSHSAA physical form must be completed and on file in the office prior to involvement in the sport.

### **SPORTS**

The purpose of our athletic program is to help students improve in areas of physical, moral, and mental development. Each participant must have a physical on file prior to the first practice. Students are responsible for their own footwear. Students are also responsible for underclothing the school will provide necessary equipment and uniforms.

### **CHEERLEADERS**

As a cheerleader, expectations will be the same as for all other activities. In part, this will include regular attendance at practice, maintaining academic eligibility, and following team rules, carrying out designated assignments, etc. A dollar amount determined by the board will be allowed for uniform expense. The uniforms should remain simple and not be a focal point rather than the experience of cheering.

The cheerleading sponsor will represent the squad as a coach. That person will regulate, control, and schedule the rotation of all cheerleaders for pep rallies and games.

## **PRACTICE**

Practice for each sport is after school. An insurance program is suggested and can usually be obtained through the school office. Any other questions should be directed to the school office or one of the coaches. For times, dates, and events consult your local calendar.

## **MIDDLE SCHOOL STUDENT CONDUCT AT ATHLETIC EVENTS**

All Jetmore Middle School students are encouraged to support the Shorthorns at our athletic games this year. It is important that students provide positive support for the Shorthorns and at the same time refrain from being negative toward officials or our opponents. Jetmore Middle School will follow the KSHSAA in its enforcement of Rule 52 which includes guidelines for good sportsmanship for all fans to follow. The following are **NOT** allowed at our Jetmore Middle School games: negative yells toward opponents or officials, profanity at any time, and inappropriate actions (example\_yelling \_air ball\_ or saying chants during free-throw attempts at basketball games, etc).

**Don't lose your privilege of attending our athletic events. Be positive in your support of the Shorthorns.**

## **HIGH SCHOOL STUDENT CONDUCT AT ATHLETIC EVENTS**

All Jetmore High School students are encouraged to support the Longhorns at our athletic games this year. It is important that students provide positive support for the Longhorns and at the same time refrain from being negative toward officials or our opponents. Jetmore High School will follow the KSHSAA in its enforcement of Rule 52 which includes guidelines for good sportsmanship for all fans to follow. The following are **NOT** allowed at our Jetmore High School games: negative yells toward opponents or officials, profanity at any time, and inappropriate actions (example\_yelling "air ball" or saying chants during free-throw attempts at basketball games, etc).

**Don't lose your privilege of attending our athletic events. Be positive in your support of the Longhorns.**

## **RULE 52 SPORTSMANSHIP**

Sportsmanship is a general way of thinking and behaving:

- \*Be courteous to all (participants, coaches, officials, staff, and fans)
- \*Know the rules, abide by and respect the official's decisions.
- \*Win with character and lose with dignity.
- \*Display appreciation for good performance regardless of the team.
- \*Exercise self-control and reflect positively upon yourself, team, and school.
- \*Permit only sportsmanship behavior to reflect on your school or its activities.

## **K-8 STUDENTS AT JHS HOME GAMES**

The following guidelines are to be followed during home high school basketball games:

- a. Students in grades K-8 are to be seated in the gym during the ball game time.  
They are not to be in the old gym or main school at any time after the JV games are over!!

- b. Students in grades K-8 may go visit the bathrooms and concession stand at halftime and between games.
- c. Students in grades K-8 will be allowed one reminder to go and take their seat. If a second reminder is necessary, the student will be required to go sit with their parents or sit in the office. It will be at the discretion of the administration to call their parents to come and get them.

### **STUDENT ADMISSIONS / ACTIVITY FEE**

There will be a \$10.00 activity fee charged to all USD 227 students K-12. This fee will allow students to attend all Middle School and High School home football and basketball games **with the exception of all SPIAA and KSHSAA sponsored tournaments.**

### **ADDITION TO THE POLICY FOR SENIORS PARTICIPATING IN POST SCHOOL YEAR ACTIVITIES**

All seniors will have grades upheld after their last post school year activity. Any senior students violating the terms of this policy will be reported to the appropriate law enforcement officials and will be subject to the following sanctions:

- \* Three days of school community service will be required prior for release of the student's grades.

### **SPONSOR/COACH TEAM RULES**

Students involved in activities must also follow the individual policies set by each sponsor or coach pertaining to activities. Team policies may be enforced in addition to all other student activity policies.

### **ALCOHOL, DRUG, AND TOBACCO POLICY FOR U.S.D 227**

The Jetmore Ms/Sr High school activities policy is designed to create a positive, healthy, drug-free atmosphere for athletics and activities. The use of alcohol, tobacco, illegal drugs and non-prescription steroids is prohibited. U.S.D. #227 reserves the right to randomly inspect the buildings and parking lots with a K-9 unit.

Any student violating the terms of this policy will be reported to the appropriate law enforcement officials and will be subject to the following sanctions:

**First Offense:** Three school days OSS followed immediately by a 7 calendar day suspension from all school activities.

**Second Offense:** Six school days OSS followed immediately by a suspension from all school activities for the remainder of the school year.

**Note:** OSS days will only be enforced for violations occurring during school hours, on school property, or at school activities. If the violation occurs during a post school year activity, school community service will be served the same number of days instead of OSS.

# DEFINITIONS

Jetmore High School sports and activities include but are not limited to the following:

Football	Speech	Power Lifting	Track
Volleyball	Scholars Bowl	STUCO	FFA
Basketball	Forensics	Cheerleading	KAY's
Golf	Band	Vocal Music	Drama (plays)

Middle School sports and activities include but are not limited to the following:

Football	Track	Basketball	Vocal Music
Volleyball	Scholars Bowl	Cheerleading	Band

Policy enforcement year is the first KSHSAA practice date in the Fall until the same practice date the following year.

School year is defined as the first KSHSAA practice date in the Fall to the last day of school in the spring.

Summer is defined as starting after the last day of school and continuing until the first KSHSAA practice date in the Fall.

Policy enforcement:

School year- During the school year, the Alcohol, Drug, and Tobacco policy is enforced on the off of the school premises and whether or not participating in school activities. OSS days will only be enforced for violations occurring on school property or at school activities.

Summer- During the summer, the Alcohol, Drug, and Tobacco policy will be enforced on school premises and when representing the school or participating in school activities.

Suspension from activities:

This means **all** activities and practices occurring during the specified time frame. For example, if the student is involved in four different activities during the time frame, the student will not be allowed to participate in any of the activities.

OSS is Out of School Suspension. Please see the Out of School suspension policy for details.

School community service is defined as a service the student will perform for the school as determined by the school administrator.

Rule 14 – Bona Fide Student- Kansas State High School Activities Association Handbook

Article 1: In order to be eligible for participation, the student must be a bona fide undergraduate of that school and in good standing.

Article 2: A student who is under penalty of suspension or whose character or conduct brings discredit to the school or the student, as determined by the principal, is not in good standing and is ineligible for a period of time as specified by the principal.

Student Agreement- As a student involved in activities at Jetmore Ms/Sr High School, I understand that I must comply with all KSHSAA rules and all Jetmore Ms/Sr High School policies to be eligible to participate in student activities. I understand that noncompliance will result in sanctions as addressed in the policies.

# **DISCIPLINE**

## **PHILOSOPHY**

Jetmore Unified School District #227 believes that discipline is all of the actions that support and guide student activities within a school. Discipline includes the training, strengthening and perfecting of student self-control in such a way as to contribute to the academic and social growth of each student. We believe that Jetmore Middle/High School must maintain a positive, educational climate which is conducive to effective learning. Jetmore Middle/High School students should adhere to appropriate codes of behavior for their personal development and for the benefit of a positive learning climate within the school and the community. Reasonable rules and regulations are necessary for ensuring the best interests and welfare of individual students and the total school population. Each individual has a right to an education, however, that does not mean the individual is entitled to special rights or privileges that interfere with the educational pursuits of others.

Students are expected to become increasingly responsible for their own behavior and work toward the development of such characteristics as: personal integrity and honesty, a sense of duty, self-esteem, respect for the rights of all persons, a sense of personal responsibility and justice; a sense of self-discipline and pride in one's work, a respect for the achievement of others and respect for one's personal property, the property of others, and public property.

The Jetmore School District's philosophy of discipline is intended to assist students in understanding that school rules function much like the laws in society. Both fulfill a need to protect individual and group rights. Acts of behavior which interfere with the maintenance of an effective learning environment or which are antagonistic to the welfare of other students will not be considered acceptable. A student who commits acts of unacceptable behavior will be subject to disciplinary action.

The discipline measures may be applied on a case by case basis depending on the severity of the behavior code violation. The administration reserves the right to apply other consequences as appropriate.

## **STUDENT BEHAVIOR**

Students are expected to be courteous at all times. Student behavior is a reflection of acquired values. Boy-girl friends should remember to keep their private lives private. Interlocking arms or holding hands will be permissible, but any other physical display of affection is not permitted.

## **ALCOHOL/DRUGS/TOBACCO USE**

Maintaining drug free schools is important in establishing an appropriate learning environment for the district's students. The unlawful possession, use, sale, or distribution of alcohol, illicit drugs, and tobacco and its products by students on school premises or as a part of any school activity is prohibited. Any student violating the terms of this policy will be reported to the appropriate law enforcement officials, and will be subject to disciplinary action by the school. Such disciplinary action will include any one or more of the following: short-term suspensions; suspension from student activities; long-term suspension from school; long term suspension from student activities; readmission under a probationary status; expulsion from school for one year; and suspension from participation and attendance at all school activities for

the year. Students may be readmitted during the term of the expulsion only if the student has completed a drug and alcohol education and rehabilitation program at an acceptable program. The district is not financially obligated to provide for drug and alcohol education and rehabilitation program for any student.

### **DETENTIONS**

The matter of classroom discipline will be handled by the individual teacher. Students may be detained after or before school as deemed appropriate by that teacher. In cases of continued offenses or misconduct of a serious nature, the student may be sent out of the classroom. Upon being sent out of the classroom, the student will report directly to the principal's office. If the principal is not in, the student will await his return. The teacher will be contacted as to the difficulty, and if it is felt that the student deserves another chance in the class, they will be allowed to return. If it is felt that he or she does not deserve another chance, they will not be allowed to return to that class. This policy will also apply to the library/media center.

### **SATURDAY SCHOOL**

Students who fail to serve assigned school day detentions within two days will be required to serve a Saturday School using the following guidelines:

- a. Saturday School will be served the first Saturday following the elapsed two-day allowance or at a time otherwise set by the building administrator.
- b. Length of Saturday School: A missed 30 minute detention will be served from 8:00 am – 10:00 am; A missed 1 hour detention will be served from 8:00 am – 11:00 am.
- c. Students who accumulate more than 4 detentions per semester will be assigned to a Saturday School. (8:00 am – 11:00 am)
- d. Students who fail to serve assigned Saturday School will be given 1) an ISS or; 2) two day OSS beginning the first school day following the missed Saturday School.
- e. When a student misses attending ASEP (After School Enrichment Program) the offending student will be assigned to Saturday school.

### **DRIVING/PARKING LOT**

Driving is a responsibility and a privilege. Students are expected to operate their vehicles in a responsible and orderly fashion. Excessive speed or other reckless or careless acts will not and cannot be tolerated. Students who drive their cars to school shall park them in the appropriate manner in the parking lot. Upon arrival to school, students must exit their vehicles immediately and enter school. Loitering in and around vehicles is prohibited.

No students are to be at their cars during the school day. If a student needs to retrieve something from their car, office permission is required. Students must check back in the office after returning from their cars.

Students that drive are to leave after dismissal (3:25) and not loiter around the buildings or parking lots. Stay away from the elementary school. Please do not interfere with the traffic patterns of the school buses. Buses have the right-of-way.

## **IMPROPER PARKING**

Vehicles parked in non-designated areas, in front of no-parking signs, teacher/visitor parking, handicapped spaces or in a manner that would impede normal traffic flow, are considered improperly parked. **First occurrence** - conference with administrator; **Second occurrence** - 30 minute detention.

## **SCHOOL BUS CONDUCT**

The driver is in charge of the students and the bus. Students must obey the driver. Any violation of school bus rules will be reported to the Transportation Director and to the Principal and may result in disciplinary action that includes loss of school transportation. School transportation is not provided for detentions.

## **IN-SCHOOL SUSPENSIONS**

The ISS program is an alternative to the removal of the student from the school setting. ISS may be used to discipline students who exhibit behavioral problems, and violate classroom and school rules. (Including certain unexcused absences.)

Under the ISS plan, students are provided the opportunity to continue their school work. Full credit will be given for regular assignments and full credit for tests in ISS, but all work is required to be completed at the end of ISS and turned in. While in ISS, the student loses privileges to mingle and socialize with the student body. The following procedures for a student when placed in ISS are;

1. The parents will be notified of the infraction and the In-School Suspension.
2. Students on ISS are to report to the Principal's office upon arrival at school. The student will bring all books and supplies for the entire day.
3. Students are placed in the ISS room under the supervision of school personnel.
4. Assignments (including tests) from each of the student's teachers are collected and given to the student at the beginning of each hour.
5. Students on ISS stay in the ISS room for the entire day. The student will eat in isolation and will not be allowed to communicate with fellow students. The student will be escorted to the restroom twice during the day and upon emergency.
6. Absence from ISS due to illness or other emergency reasons shall not relieve the student from fulfilling the required time of assignment.
7. The skipping of an ISS will result in further disciplinary actions. The ISS will be served after further actions are completed.
8. Radios, tape players, and other forms of entertainment are not permitted in the ISS room.
9. Students on ISS are considered in school and making progress toward graduation. Extra-curricular activities are not permitted unless otherwise stated by the office.
10. Before the student is allowed to return to the regular classroom, the student, parents, and principal will meet and confer as to the educational commitment and future of the student.

## **OUT-OF-SCHOOL SUSPENSIONS**

Students may be suspended or expelled for any one (1) or more of the following reasons:

- a. Willful violation of any published regulation for student conduct adopted or approved by the Board of Education; or
- b. Conduct which substantially disrupts, impedes, or interferes with the operation of any public school; or
- c. Conduct which substantially impinges upon or invades the rights of others; or
- d. Conduct which has resulted in conviction of the student of any offense specified in Chapter 21 of the Kansas Statutes Annotated or any criminal statute of the United States; or
- e. Disobedience of an order of a teacher, law enforcement officer, school security officer, or other school authority, when such disobedience can reasonably be anticipated to result in disorder, disruption, or interference with the operation of any public school, or substantial and material impingement upon or invasion of the rights of others.
- f. A student who is suspended out of school may not return until the parents have a conference with the principal. Additional faculty and staff members may be present at the conference as determined by the principal.
- g. Students serving out-of-school suspensions will be given assignments by his/her teachers within one school day. The assignments are to be completed while on suspension and are due the first day back to school. All tests missed during suspension are to be made up on the first day back to school. Work or tests not submitted upon return to school will receive no credit (a zero grade).
- h. Students on out-of-school suspensions are considered “not in good standing” and will not be allowed on school premises, at school activities, or participate in any school function until after the first day back at school.

## **WEAPONS**

A student shall not knowingly possess, handle or transmit any object that can reasonably be considered a weapon at school, on school property or at a school-sponsored event. This shall include any weapon, any item being used as a weapon or destructive device, or any facsimile of a weapon. Specifically designed educational class field trips involving historical use of weapons are excluded from this definition. Prior approval for such class trips must be obtained from the superintendent.

Possession of a weapon as defined by law, shall result in expulsion from school for a period of one calendar year, except the superintendent may recommend this expulsion requirement be handled on a case by case basis. Expulsion hearings shall be conducted by the superintendent or other certificated employee of the school in which the pupil is enrolled, by any committee of certificated employees of the school in which the pupil is enrolled, or by a hearing officer appointed by the board of education of the school in which the pupil is enrolled. Students violating this policy shall be referred to the appropriate law enforcement agency(ies) and to appropriate social agency(ies). It is a crime for any person to possess a firearm at school or on school property. A student who possesses a firearm shall be reported to law enforcement.

School administrators are required to notify the appropriate law enforcement agency (within 10 days) regarding students expelled or given long term suspension from school for committing a

school safety violation. Following receipt of this notice, the law enforcement agency will be required to notify the Division of Motor Vehicles of the Kansas State Department of Revenue. The Division of Motor Vehicles will be required to immediately suspend the student's driver's license or privilege to operate a motor vehicle for one year.

### **ITEMS NOT ALLOWED**

- A. Any item of a disruptive or destructive in nature
- B. Electronic music devices
- C. Cellular phones may not be used during school hours and should remain turned off. They are not to be seen or heard during school hours.

### **PROCEDURES FOR HANDLING THREATS**

Any student making threats to any person or persons in the school setting will be taken seriously. Each case will be handled separately by the principal. The following procedures may take place: conference with student, parents/guardians, and superintendent; notification of law enforcement; Out of School Suspension and expulsion. If and upon returning to school the student will have a conference with the principal / superintendent.

### **TEACHER AUTHORITY**

Teachers have the authority to maintain school rules and a proper school atmosphere at all times. This responsibility extends beyond their own classrooms and includes all areas of the school and all events at the school. Students who refuse to comply with reasonable request of any teacher discharging this responsibility will be subject to appropriate disciplinary action. Para educators, custodians, bus drivers, cooks, and other school personnel may also direct students to maintain discipline on school grounds, buses, and during school activities.

# MISCELLANEOUS

## **ASBESTOS IN SCHOOL**

In compliance with 40 CER 763.11 (c), page 23376 of the May 27, 1982, Federal Register, we wish to utilize the exception of Asbestos in School Regulation. The boiler wrapping contains asbestos and much of the steam and hot water pipe wrapping built prior to 1979 contain asbestos.

## **NON DISCRIMINATION**

The district shall maintain a learning environment free from discrimination, insult, intimidation, or harassment due to race, color, religion, sex, age, national origin, or disability. Any incident of discrimination in any form shall promptly be reported to a teacher, the principal or other appropriate school official for investigation and corrective action by the compliance officer.

Any student who engages in discrimination may be reprimanded and counseled to refrain from such conduct. Any student who continues to engage in discriminatory conduct shall be disciplined. Any student who engages in discriminatory behavior may be disciplined in a matter deemed appropriate by the administration, up to and including suspension or expulsion from school.

## **SEXUAL HARASSMENT POLICY**

Federal Law and USD #227 Board of Education policy prohibits sexual harassment of any employee or student. A copy of the policy is available in the district office. If you feel that you have been sexually harassed, you have the rights outlined in the policy and prescribed by Federal Law.

1. It is the policy of USD 227 to maintain an environment free of intimidation, insult, and harassment based upon race, religion, sex, age, national origin or ancestry or handicap. Any such incident should be promptly reported to a teacher or principal for investigation and resolution.
2. No employee or student may engage in comments, jokes, or name-calling that is vulgar, offensive, or profane or that may insult someone's religion, race, sex, handicap, age or national origin or ancestry.
3. Sexual harassment includes:
  - a. Touching, propositions, advances;
  - b. Abusive, vulgar language of a sexual nature;
  - c. Suggestive jokes or comments about an employee's body or wearing apparel;
  - d. Display of sexually suggestive cartoons, pictures, or photographs.
4. Any student who believes the actions or comments of another student or employee constitute unwelcome harassment shall report the situation to any level of supervision. All complaints will be promptly and confidentially investigated. The complaining student will be advised of the result of the investigation.
5. Any student, found to have engaged in harassment of another employee or student will be disciplined.

The USD #227 Board of Education has adopted policies prohibiting discrimination and harassment of students including a process to handle complaints. Copies of those policies are available to the public in each building in the secretary's office.

### **BREATHALYZER GUIDELINES**

USD 227 reserves the rights to use and administer a breathalyzer test at all school dances and school functions as deemed necessary by the administration. A trained and qualified person will administer the breathalyzer test.

1. School dances: all students attending school dances will be given a breathalyzer test.
2. School functions: any student attending a school function and has given faculty or administration reasonable suspicion to suspect that a student has been drinking he/she may be given a breathalyzer.
3. If an individual tests positive he/she will be asked to take the test again 15 minutes afterwards to confirm a positive test.
4. Refusal of complying with test will result in no admittance to activity or removal from activity.

Consequences: The USD 227 drug and alcohol policy as published in the student handbook will be enforced. Parents will be notified at the time of the infraction as well as the local law enforcement. Individual will be detained until parent/guardian picks them up.

### **ANTI-BULLYING POLICY**

Bullying on USD 227 property, in a USD 227 vehicle, or at any USD 227 sponsored activity of event is prohibited.

As used in the Policy, the following definitions apply:

- 1) "Bullying" means:
  - Any intentional gesture or any intentional written verbal, graphic or physical act or threat (including electronically transmitted acts – i.e. internet, cell phone, personal digital assistant, or wireless hand held device) that is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for a student or staff member that a reasonable person, under the circumstances, knows or should know will have the effect of:
    - harming a student or staff member, whether physically or mentally
    - damaging a student's or staff member's property
    - placing a student or staff member in reasonable fear of harm to the student or staff member
    - any other form of intimidation or harassment prohibited by any policy of USD 227
- 2) "School Vehicle: means any school bus, school van, other school vehicle, and private vehicle used to transport students or staff members to and from school or any school-sponsored activity or event.

The Jetmore School District believes that all students and staff members have a right to a safe and healthy school environment. The district schools and community have an obligation to promote mutual respect, tolerance, and acceptance.

The Jetmore School District expects students and/or staff to immediately report incidents of bullying to the principal or designee. Staff is expected to immediately intervene when they see a bullying incident occur. Each complaint of bullying will be promptly investigated. This policy applies to students on school grounds, while traveling to and from school or a school-sponsored activity, and during any school sponsored activity.

To ensure bullying does not occur on school grounds, the Jetmore School District will provide staff development training in bullying prevention and cultivate acceptance and understanding in all students and staff to build each school's capacity to maintain a safe and healthy environment.

### **PROOF OF IDENTITY**

When a child enrolls in USD 227 for the first time, proof of identity must be presented to the school officials. Proof of identity is either:

1. a birth certificate for child enrolling in kindergarten or 1<sup>st</sup> grade
2. a copy of a court order placing the child in custody of Secretary of Social Rehabilitation Services or assigned parent
3. a certified transcript of the child enrolling in grades 2 through 12.

### **STUDENT RECORDS**

USD 227 regards all pupil records, except directory information, to be confidential. The Board has established procedures and safeguards which assure that parents are able to see and review their child's school records and that those records are not open to other people who should not see them.

Records can be seen and used by parents and by school staff members who must have the information in order to work with you and your child. School policy also says that they may be seen by someone with a "need to know" in an emergency and by few government officials. With your written consent (and only with the consent), the records may be sent to colleges or universities or other places that you name.

### **SRS PLACEMENT OF STUDENTS**

The student placed by SRS should be accompanied on the day of enrollment by his/her case worker, when possible, foster parent, and records related to past school performance, and medical and psychological status.

If records indicate that the student has been enrolled in special services at previous school of attendance, or has been recommended for such placement, a meeting should be scheduled as soon as possible to discuss the student's most beneficial educational placement.

### **CIPA PLAN**

The USD 227, Jetmore, Children's Internet Protection Act (CIPA), shall, at a minimum:

- a. provide reasonable public notice including at least one public hearing,(held on 9/05/01)
- b. install blocks or Internet filters to limit access by both minors and adults to child pornography or materials that are obscene, inappropriate or harmful;
- c. monitor the on-line activities of minors;
- d. address issues related to the safety of minors when using e-mail, chat rooms, and other electronic communications;

- e. hinder unauthorized access (hacking) and other unlawful on-line activities by minors; and
- f. prevent unauthorized disclosure of personal information regarding minors.

### **USE OF BUILDING**

The Board has established a policy of allowing civic and community service organizations, non-profit groups, and other similar groups use of the buildings by scheduling through the principal's office and paying the set fee. All school activities will have precedence in scheduling. Outside groups that serve food from the kitchen during extra-curricular activities are exempt from fees. Alumni using the building for class reunions are not charged a fee.

### **MS/HS ACTIVITY ACCOUNTING PROCEDURES**

The Activities Accounting Fund handles students' organizations and district activity funds. Sponsors of student activities and the principal authorize any and all activity sales and withdrawals. The school is not responsible for any money lost or for any agreement between the organization sponsor and the company.

Activity accounts are set up for individual classes and organizations that are an active part of school. Classes that have graduated are no longer considered an active part of the school and monies in those accounts which have amounts under \$101 will be transferred to STUCO the following fall.

### **CHURCH ACTIVITY POLICY**

There will be no school activities on Sundays. Wednesday night of each week shall be set aside as church night. There shall be no activities involving students in any part of the school building after 7:00 pm on Wednesday nights without administration approval.

## HOMELESS STUDENTS

If a student and his/her family live in a shelter, motel, vehicle or campground, on the street, abandoned building, trailer or other inadequate accommodations, or doubled up with friends or relatives because you cannot find or afford housing, then you have certain rights or protections under the McKinney-Vento Homeless Education Assistance Act.

You have the right to:

- a. Go to school, no matter where you live or how long you have lived there. You must be given access to the same public education provided to other students.
- b. Continue in the school you attended before you became homeless or the school you last attended, if needed, and offer you the right to appeal a decision regarding your choice of school if it goes against your wishes.
- c. Receive transportation to the school you attended before you became homeless or the school you last attended, if you request such transportation.
- d. Attend a school and participate in school programs with students who are not homeless. Students cannot be separated from the regular school program because they are homeless.
- e. Enroll in school without giving a permanent address. Schools cannot require proof of residency that might prevent or delay school enrollment.
- f. Enroll and attend classes while the school arranges for the transfer of school and immunization records or any other documents required for enrollment.
- g. Enroll and attend classes in the school of your choice even while the school and you seek to resolve a dispute over enrollment.
- h. Receive the same special programs and services, if needed, as provided to all other students served in these programs.
- i. Receive transportation to school and to school programs.

When the student moves, he/she should contact the superintendent of schools for further assistance in enrolling in a new school. The National Center for Homeless Education at the toll-free **Helpline number is 1-800-308-2145.**

# USD #227 OPT-IN FORM

To All USD #227 Patrons:

The Jetmore Schools will be teaching sex education materials. Parental permission is required before students take any sex education instruction. We must have a signed form on file in the building attended by your child. A copy of the curriculum guide is on file at each school.

Thank you,

Curtis Klein, Principal

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I, parent/guardian, fully understand the material being covered by the Jetmore Schools, on sex education. I will cover this material with my child. I give permission for my child to participate in sex education instruction in the Jetmore Schools.

Student Name \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

# COMPUTER / E-MAIL CONFIDENTIALITY

Students shall have no expectations of privacy when using district e-mail or computer systems. E-mail messages shall be used only for approved educational purposes. Students must use appropriate language in all messages. Students are expected to use the system following guidelines approved by teachers or the administration.

Any e-mail or computer application or information in district computers or computer systems is subject to monitoring by the staff and/or administration. The school retains the right to duplicate any information created by students in a computer system or on any individual computer. Students who violate these rules, or any other classroom rules relating to computer use are subject to disciplinary action up to and including suspension from school.

## Permission for Internet use at Jetmore Ms/Sr High School

I, \_\_\_\_\_, give permission for \_\_\_\_\_  
To use the internet at Jetmore Ms/Sr High School for the 2009-2010 school year.

### Students agree to the following rules for the Internet:

1. Any site with pornographic, suggestive material, terrorist activity or promoting hate is not allowed;
2. Any student(s) finding such a site will immediately “back out” of the site and notify the teacher;
3. No chat rooms or instant message programs;
4. No e-mail except under the teacher’s supervision;
5. No on-line purchasing of consumer goods;
6. No downloading programs, software upgrades, or on-line music;
7. Acceptable language standards must be adhered to at all times;
8. All copyright laws, including those pertaining to duplication of, or receiving of, licensed software, as well as plagiarism of materials from the Internet will be strictly enforced;
9. The cost of purposeful physical or electronic damages to telecommunications equipment will be the responsibility of the parent;
10. Inappropriate use of Internet resources by students will result in disciplinary action as determined to be appropriate by the teachers and administration in accordance with school policies;
11. Access to district networking resources is a privilege which may be revoked at any time as deemed necessary by teachers or administration;
12. Teachers will maintain adequate supervision of students at all times during lesson plans involving direct student usage of Internet resources;
13. The District Office shall take every reasonable precaution to ensure that access is appropriate from the standpoint of content;
14. All Internet use should encompass appropriate ethical values and common sense.

# USER AGREEMENT AND PARENT PERMISSION FORM 2009-2010

As a user of the Jetmore Unified School District computer network, I hereby agree to comply with the previous stated rules – communicating over the network in a responsible fashion while honoring all relevant laws and restrictions.

Student signature \_\_\_\_\_

As the parent or legal guardian of the minor student above, I grant permission for my son or daughter to access networked computer services such as approved electronic mail and the Internet. I understand that individuals and families may be held liable for violations. I understand that some materials on the Internet may be objectionable, but I accept responsibility for guidance of Internet use – setting and conveying standards for my son or daughter to follow when selecting, sharing or exploring information and media.

Parent signature \_\_\_\_\_ Date \_\_\_\_\_

Please print your name here: \_\_\_\_\_

Name of Student \_\_\_\_\_ Grade \_\_\_\_\_

Telephone number \_\_\_\_\_

## PARENT PERMISSION FORM FOR WORLD WIDE WEB PUBLISHING OF STUDENT WORK

Name of Student \_\_\_\_\_

Name of Parent/Guardian \_\_\_\_\_

We understand that our son or daughter's creative efforts, including stories and artwork may be considered for publication on the school web site which may be viewed on the Internet. We will not use any child's entire name as a means of identification.

*Please initial on the line in front of the permissions you are willing to extend:*

- \* \_\_\_\_\_ Publication on the Internet of my child's creative efforts, including stories and artwork.
- \* \_\_\_\_\_ Use of my child's picture in school Internet publications
- \* \_\_\_\_\_ Use of my child's first name in school Internet publications

Note: Under no circumstances will a student's home address or phone number be published on the school web sites.

We grant permission for the World Wide Web publishing as described above

Parent signature \_\_\_\_\_ Date \_\_\_\_\_

I, the student, also give my permission for such publishing

Student signature \_\_\_\_\_ Date \_\_\_\_\_

# Student Intervention Assignment Form

Student: You have been assigned to the assistance time listed below. You must attend for all of the days assigned until you are signed out by the person who assigned you. Specific instructions are on the back side of this form.

Student Name \_\_\_\_\_ Today's Date \_\_\_\_\_

Student Signature \_\_\_\_\_ Teacher \_\_\_\_\_

**REASON**

Academic Assistance: reason \_\_\_\_\_

Disciplinary Detention: reason \_\_\_\_\_

**INTERVENTION**

EMS (Early Morning School) 7:30-8:00 a.m.  
 Dates: \_\_\_\_\_

ASEP (After School Enrichment Program) after-school study hall 3:30-4:10 p.m.  
 Dates: \_\_\_\_\_

Saturday School (principal will assign) 8:00 a.m.-11:00 a.m.  
 Date: \_\_\_\_\_

Special Instructions for Student: \_\_\_\_\_  
 \_\_\_\_\_

**Assigning Teacher:** check the following after completed:

1. entered in go.edu behavior module

2. copy of this form to student (original to office)

**OUTCOME** (supervising teacher will complete this section)

Date	Notes (attended, no show, late, left early, etc.)

**ASEP:** If you have been assigned to ASEP, the assignment is for the **ENTIRE WEEK**. You

are expected to report to the library **every day** of the school week by 3:30 with your books, paper, pen, pencil, worksheets, etc. In order to check out of ASEP for the week, you will need to complete the bottom half of this page and get signatures from the teachers in whose classes you are failing, showing that you have caught up all of your past-due work or have brought your grade up to passing. Then the signed form needs to be turned into the teacher in charge of ASEP. If you do not show up for ASEP or if you check out without the form completed properly, you will be required to attend Saturday School.

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**EMS:** If you have been assigned to EMS, the assignment is for the days listed. You are expected to report to the library **every morning** listed by 7:30 with your books, paper, pen, pencil, worksheets, etc. If you don't show up for EMS, you will be required to attend two additional EMSs. A second EMS miss will result in Saturday School.

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**Saturday School:** If you have been assigned to Saturday School, the assignment is for the day listed. You are expected to report to the school by 8:00 a.m. with your books, paper, pen, pencil, worksheets, etc. If you do not show up for Saturday School, you will be required to attend two additional Saturdays. A second Saturday school miss will result in a suspension.

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**Sign Out Sheet**  
**Academic Assistance Team**

Date: \_\_\_\_\_ Student Name \_\_\_\_\_

My signature below signifies that the above-mentioned student has successfully completed his/her past due assignment(s) and can be dismissed for his/her Student Intervention Assignment.

Course Name	Teacher's Signature
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

# JHS SCHOOL SONG

Fight on to victory

We will ever cheer for thee.

Fly your colors to the sky.

Fly your banners high

Rah, rah, rah!

Fight on to victory,

keep that goal in sight.

Fight with might

We'll always win the fight,

Victory for the red and white.

Rah, rah, rah!

School Mascot - Longhorn  
School Colors - Red & White